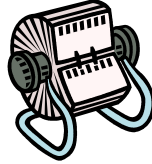


LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH

**TRANSFER OPPORTUNITY FOR
INTERMEDIATE TYPIST CLERK**



Come join our DMH/DHS Collaboration Team!

We are looking for a conscientious Intermediate Typist Clerk (ITC) to join our team. The ITC will assist DMH staff with program support such as data entry, filing, outreach to clients, and handling financial functions in IBHIS, our electronic record.

Desirable qualities include:

- Highly organized and detail oriented with record keeping & documentation
- Ability to work collaboratively with various team members and disciplines
- Proficient at using various computer programs including Microsoft Word, Excel, Outlook, and the Integrated Behavioral Health Information System (IBHIS)
- Bilingual in Spanish is a plus.

Positions available at the following locations:

**High Desert Regional Health Center
Lancaster**

**Lomita Family Health Center
Lomita**

If you are interested and **currently** on an ITC item, please fax your Resume, Performance Evaluations and Master Timecard Reports for the last two years to Gabriella Guaran at (213) 381-5497 or email: aguaranordonez@dmh.lacounty.gov

Please respond no later than 11/6/15

For more information, please contact the corresponding supervisor:

**Christy Hong, MHCS
High Desert RHC
T: 213-739-6267
Email: Chong@dmh.lacounty.gov**

**Samina Kwan, MHCS
Lomita Family HC
T: 213-639-6394
Email: Skwan@dmh.lacounty.gov**